

Town of West Hartford, Connecticut
Department of Financial Services Purchasing Services Division
50 South Main Street, West Hartford, CT 06107-2431

INVITATION TO BID

Bid No. 6643 F	Opening Date June 21, 2018	Opening Time 2:00 PM	<input checked="checked" type="checkbox"/> Formal Bid <input type="checkbox"/> Informal Bid	THIS IS <u>NOT</u> AN ORDER
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This **INVITATION TO BID** form, with your response on it, must be received by the Purchasing Services Division, at the above address, prior to the bid opening at the time and date shown above. Bids must contain an original signature and must be submitted in a sealed envelope. All bid envelopes must indicate the bid number, time and opening date. At the designated time, all bids will be publicly opened and read. **THIS IS SUBJECT TO THE TERMS AND CONDITIONS ATTACHED AS WELL AS ALL ATTACHED SPECIFICATION SHEETS AND DRAWINGS.**

Department: Facilities	Division:	Required Delivery Date	Requisition No.:
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Shipping Destination: Per Bid Form, West Hartford, CT

DESCRIPTION	UNIT PRICE	TOTAL
<p>The West Hartford Public Schools are accepting bids for a contractor to provide all labor, material, supplies, equipment, and whatsoever necessary to maintain, repair and replace, as necessary, municipal elevator and escalator equipment per the attached scope of services. This contract may have multiple awards based on <i>best value</i> as further defined herein.</p> <p>A pre-bid conference will be held on <u>June 7, 2018</u> at <u>10:00 AM</u> in <u>room 221</u> of the <u>Town Hall</u>, 50 South Main St, West Hartford. The project manager is Mike Longo. Contractors are <u>strongly encouraged</u> to attend as this will be the <u>only</u> opportunity for site visits and to ask questions pertaining to this project.</p> <p>Insurance Requirements Per Insurance Exhibit</p>		
	TOTAL \$	

We hereby agree to furnish and invoice above listed materials or services, delivered or performed in accordance with your specifications, requirements and terms as specified herein at prices specified above.

Bidders are encouraged to attend the Town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the Town's solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening, may check the Town website, <http://west-hartford.com/TownServices/TownDepartments/FinancialServices/BidResults.htm> a week after the bid opening date. Bidders calling the Purchasing Office for bid results will be referred to the above procedure. The bidder agrees that by affixing their signature to this request for bids, the authorized signatory grants approval to the Town Of West Hartford to obtain third party credit reports for the purpose of assessing the financial capacity of the business entity tendering such bid to the Town.

Delivery Date	Shipment via	FEIN #/Tax ID	Terms % DAYS	
Vendor Name		Address	City, State, Zip	
Telephone	Fax No	Authorized Signature	Printed Name	Title

NOTE: Failure to affix an authorized signature to this form will result in rejection of the bid.

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SPECIFICATIONS FOR ELEVATOR MAINTENANCE,
REPAIR, AND REPLACEMENT SERVICES
BID #6643F
Friday, May 25, 2018

I. INTENT:

The intent of this bid is to secure a contractor(s) to maintain, repair and replace, as necessary, municipal elevator and escalator equipment. This contract may have multiple awards based on *best value* as further defined herein.

II. CONTRACT TERM:

The term of the contract pursuant to this solicitation shall be for the three (3) year period 7/1/18-6/30/21. Upon mutual concurrence the bid may be extended for up to two (2) Additional terms (7/1/21-6/30/22; 7/1/22-6/30/23) at the same prices, terms, and conditions. The Town may terminate any contract issued pursuant to this solicitation for cause or convenience upon providing the contractor with 30 days prior written notice.

III. INVITATION TO BID:

Sealed bids marked "Elevator Maintenance" will be received at the office of the Purchasing Division, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut, until 2:00 PM. on June 21, 2018 at which time they will be publicly opened and read.

A pre-bid conference will be held on June 7, 2018 at 10:00 AM in room 221 of the Town Hall, 50 South Main St, West Hartford at which time questions concerning the project will be answered.

All Bidders must file with their bid a bid bond, certified or treasurer's check in the amount of 10% of the total of the base bid made payable to the Town of West Hartford.

Performance and Labor and Material Payment bonds in the amount of 100% of the contract price will be required of the successful bidder, if the contract pursuant to this request for bids exceeds \$50,000.00.

No bid may be withdrawn for a period of ninety (90) days after the opening of bids without the approval and written consent of the Town of West Hartford.

The right is reserved to reject any and all bids, to waive any informality in the bidding and to make awards in any manner that is the most beneficial to the Town.

Bidders are encouraged to attend the Town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the Town's solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening may visit our

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website for bid results. Bid results are posted on the website within a week of bid opening.
Bidders calling the Purchasing Office for bid results will be referred to the above procedure.

It shall be the responsibility of each contractor to visit the above sites and carefully examine all equipment and its condition as contractors are responsible for all assumptions made in regards thereto. All bidders must have access to a Dover DMC Diagnostic Interface Tool for servicing the auditorium elevator (Full Service - V.A 4)

Representative of the town/schools is as follows: Mike Longo 860-561-7927.

IV. GENERAL CONDITIONS

A. *PERSONNEL QUALIFICATIONS:*

All personnel used by the Contractor for the performance of this work shall be properly trained and qualified for work of this type and shall have the minimum ability and experience for this work Town of West Hartford reserves the right to refuse to accept services from any personnel deemed by the Town to be unqualified, disorderly, or otherwise unable to perform assigned work. The Contractor shall provide evidence of qualifications for any personnel performing work under this contract upon request of Town of West Hartford.

1. Elevator Mechanic: Shall be an experienced (minimum 5 years) elevator mechanic, with the ability to independently perform maintenance, repair, and modifications to the types of elevators included in these specifications. Shall be able to analyze equipment and trouble shoot to determine malfunction, and make recommendations for repairs. Shall have a through knowledge of equipment, code, and the standards of the elevator industry. Must be certified through the NEIEP (National Elevator Industry Education Program). Shall be equipped with all tools necessary for this work, including transportation to and from worksites.

2. Mechanic Helper: Shall be an apprentice or assistance level elevator mechanic with the ability to assist in all types of elevator maintenance, repair, and modifications under the supervision of an elevator mechanic. Shall be equipped with all tools and equipment necessary for this work, including transportation to and from the worksites.

B. The Contractor must be able to demonstrate a successful history of maintaining equipment of various manufactures and application, to the degree required in the

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specification and provide references. The Bid should include the experience to their branch office in maintaining this type of equipment.

1. The Contractor must show that he has available under his direct employment and supervision the necessary organization and facilities, located within a reasonable distance from the site, to properly fulfill all the services and conditions required under this specification.
2. The Contractor further understands and agrees that he is to furnish and provide all the necessary material, machinery, implements, tools, labor, services, supervision and all else necessary to do and perform all the work under the aforesaid conditions and to complete the work in accordance with the specifications with no additional costs to Town of West Hartford.

C. ELEVATOR FILES

The contractor shall keep and maintain a complete file on each elevator, to contain accurate records of all maintenance calls, inspections, testing and repairs, including part used and all wiring, circuit changes, and modifications made. These files shall be made available to Town of West Hartford upon request, and shall be turned over to Town of West Hartford at the end of the contract. Any elevator circuitry or system changes must be discussed and pre-approved by Division of Plant/Facilities Services prior to implementation. Any and all changes in circuits are made, following approval, and will be properly noted on the wiring diagrams using a red pen.

D. SITE INSPECTIONS

It is the obligation of the bidder to undertake site inspections to ascertain and understand the scope of the work and to seek clarification of any ambiguities. Bidders will not be relieved from any legal liability due to bidding error which could have been avoided by such inquiry or inspection.

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V. GENERAL REQUIREMENTS - FULL, PARTIAL AND LIMITED SERVICE:

A. *Monthly Service (except as specified) –*

The contractor shall have at least one mechanic available at all times to report to the department representative and shall make all inspections, repairs and adjustments required by ASME A17.1 Connecticut Safety Code for Elevators and Escalators to ensure the Town's equipment is in safe and first-class operating condition. Work will include regular and systematic inspection of all equipment and adjustments or replacement of all worn or deteriorated parts if applicable. All parts shall be equal to the manufacturer's original parts. Call-Back Service during normal working hours (7:00 AM - 5:00 PM) Monday - Friday excluding National holidays - In the event of an elevator being shut down due to failure of equipment or controls, the contractor shall have at least one mechanic on the premises within 2 hours after notification by telephone except in emergencies where an immediate response is expected.

B. *Overtime Work –*

If overtime work is performed outside of normal working hours as defined above, the owner will compensate the contractor for overtime hours at the applicable overtime rate.

C. *Reporting –*

The mechanic reporting to a building to perform routine service shall be required to sign-in with Plant and Facilities Services. Upon completion of the work assignment, the mechanic will be expected to sign-out and leave a report of the work performed, anticipated future work for follow-up, and the status of any recommendations which the Town requested.

D. *Exclusions - Maintenance service will not include the following:*

- 1) Overt acts of vandalism: Resulting from accidents or neglect or misuse not caused by the contractor is excluded.
- 2) Improvements: Installation of new or improved equipment as directed or required by governmental authorities is excluded.
- 3) Repairs of architectural nature: Finish of floors, walls, and ceilings is excluded.
- 4) Painting: Car, hoistway entrance, machinery, doors or other areas is excluded.

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- 5) Piston: Work performed below ground level is excluded (cylinders, plungers, etc.).
- 6) The cleaning, refinishing, repair or replacement of:
 - 1) Any component of the car enclosure including removable panels, door panels, sills, car gates, hung ceilings, light diffusers, light fixtures, tubes and bulbs, handrails, mirrors, car flooring and floor covering.
 - 2) Enclosure, hoistway gates, door panels, frames and sills.
 - 3) Cover plates for signal fixtures and operating stations.
 - 4) Intercommunication systems used in conjunction with the equipment.
 - 5) Main line power switches, breakers and feeders to controller.
 - 6) Emergency power plant and associated contractors.
 - 7) Emergency car light and all batteries, including those for emergency lowering.
 - 8) Smoke and fire sensors and related control equipment not specifically a part of the elevator controls.
 - 9) Jack unit cylinder, buried piping and buried conduit.
- 7) The contractor shall have the responsibility to make only those adjustments, repairs or replacements required which are due to ordinary wear and tear.
 - 1) Performance - The contractor shall, where applicable, maintain the manufacturer's original contract speed in feet per minute, the original performance time, including acceleration and retardation as designed and installed and perform the necessary adjustments as required to maintain the original door opening and closing time, within limits of applicable codes.
 - 2) Group System - The contractor shall, check the group dispatching systems and make necessary tests to insure that all circuits and time settings are properly adjusted, and that the system performs as designed and installed.
 - 3) Parts Availability - The contractor shall maintain a parts inventory system or parts procurement system to insure parts are available within 48 hours. The contractor must keep an inventory of parts for each brand of elevator covered by contract pursuant to this solicitation to insure completion of repair as required herein. A parts inventory of less than \$50,000 is considered inadequate.

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- 4) Conformance with Regulatory Agency Requirements and Manufacturer's Recommendations - The equipment shall be maintained in such a manner that meets applicable regulatory requirements and manufacturer's recommendations.
- 5) Full Responsibility - The awarded contractor shall be responsible for repair or replacement of any or all systems or components, except as herein excluded, regardless of type of maintenance program. **STANDARD SERVICE: (Maintenance)** On a monthly basis, the contractor shall regularly and systematically examine, adjust and lubricate as required, the following parts and components including but not limited to:
 - a) pumps, pump motors, operating valves, valve motors, motor windings, leveling valves, plunger packings, exposed piping, hydraulic fluid tanks, controller, leveling devices and cams, all relays, magnet frames, solid state components, resistors, condensers, transformers, contacts, leads, timing devices, resistance for operating and motor circuits, operating circuit rectifiers, hoistway door interlocks, hoistway door hangers, bottom door guides, auxiliary door closing devices and hoistway switches, automatic power operated door operator, car door hanger, car door contact, door protective device, carframe, platform, car guide rails, car guide shoes, cibs or rollers, hall station, and car station indicator bulbs and all other pertinent operating devices.
2. The contractor shall also inspect and/or repair conductor cables, elevator hoistway wiring and machine room elevator wiring. Examination, lubrication and adjustment of fast wearing parts on the controller (carbons, contacts, shunt leads) and systematic lubrication of the equipment using suitable lubricants and hydraulic drive fluid shall be included.
3. During the monthly inspections, the contractor shall insure that there are no oil leaks and that the elevator machine rooms are left clean. All oil absorbent material - oil rags, etc. shall be removed from the machine rooms. Violations cited by state elevator inspectors resulting from poor workmanship, negligence, or failure to comply with the contract is cause for immediate cancellation of the contract.
4. Testing of emergency notification devices (cab alarm and phone). Hoistway lights will be the responsibility of the contractor. Light bulbs will be supplied by the town. If water is found in the pit the contractor will notify the town immediately so the water can be pumped out of the pit.
5. Upon completion of monthly inspection and service, a written report explaining what was found and adjusted on each unit shall be turned in to the Plant &

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Facilities Services office, with recommendations for repair or replacement as necessary. Also, any repairs or corrections requested by the State Inspector's office shall be verified in writing upon completion or correction of stated problem.

6. All work shall be performed during regular working hours.
7. Should repairs (other than minor adjustments) be identified, this work shall be performed at the contractor's specified hourly rate and billing prices for parts as authorized by the Town.

a) Locations and Equipment Description:

Town Elevators:

- | | | |
|----|---|--|
| 1) | Police Court Facility
103 Raymond Road | - 2 ea. oil hydraulic elevators
(Otis) |
| 2) | Elmwood Community Center
1055 New Britain Avenue | - 1 ea. oil hydraulic elevator
(Allied)
-1 ea handicap lifts |
| 3) | Town Hall
Town Hall Common, 50 So. Main St. | - 2 ea. oil hydraulic elevators
(Dover) |
| 4) | Town Hall Auditorium
Town Hall Common, 50 So. Main St. | - 1 ea. oil hydraulic
(computerized) elevator
(Dover) |
| 5) | Noah Webster Library
20 South Main Street | - 3 ea. oil hydraulic elevators
(Schindler) |
| 6) | Faxon Library (Town)
1073 New Britain Avenue | -1 ea oil hydraulic elevator
(Montgomery – Serial Link) |
| 7) | Faxon Library (Town)
1073 New Britain Avenue | - 1 ea. dumbwaiter
(Peelee) |
| 8) | Parking – Memorial Garage | -1 ea. elevator
-6 ea. escalators
(Schindler) |

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- | | | |
|-----|--------------------------------|---|
| 9) | Parking – Isham Garage | -1 ea. elevator
-4 ea. escalators
(Schindler) |
| 10) | Parking – Webster Walk outside | -1 ea elevator |

School Elevators:

- | | | |
|---------------------|---|---|
| 1)
hydraulic | Hall High School
975 North Main Street | - 1 ea. passenger oil
(Dover) |
| 2)
hydraulic | Conard High School
110 Berkshire Road | -# 2 passenger
elevator (Montgomery)
- 1 ea. freight (F.S.) |
| Payne)
hydraulic | | - #1 passenger
elevator (Otis) |
| 3)
elevator | Smith School
64 St. James Street | - 1 ea. oil hydraulic
(Otis LRV) |
| 4) | Charter Oak School
30 Parker Street | - 1 ea. Traction
(Kone) |
| 5)
elevator | Morley School
77 Bretton Road | - 1 ea. oil hydraulic
(Payne) |
| 6)
elevator | Bugbee School
1943 Asylum Avenue | - 1 ea. oil hydraulic
(Montgomery) |
| 7) | Whiting Lane School
47 Whiting Lane | -1 ea oil hydraulic elevator
(Montgomery – Serial Link) |
| 8) | Sedgwick School
128 Sedgwick Road | - 1 ea. oil hydraulic elevator
(General) |

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- | | | |
|-----|---|--|
| 9) | Duffy School
95 Westminster Dr | -1 ea oil hydraulic elevator
(Kone) |
| 10) | Bristow Middle School
34 Highland St | -1 ea oil hydraulic elevator
(Kone) |
| 11) | Whiting Lane
47 Whiting Lane | -1 ea dumbwaiter |
| | 12) King Philip School
elevator
100 King Philip Drive | - 1 ea oil hydraulic

(Dover) |
| | 13) Duffy School
95 Westminster Drive | - 1 ea. dumbwaiter
(Otis) |

E. TEST

Contractor to provide all tests required by A.S.M.E. A-17.1 Code during this 5 year period, including but not limited to, pressure relief test and yearly leakage test.

Annual Fire Recall Testing – to be coordinated with the fire alarm company annually for the following elevators:

Town Elevators:

- 1) Elmwood Community Center
- 2) Noah Webster Library (3)
- 3) Faxon Library

School Elevators:

- 1) Conard High School (1)
- 2) Hall High School
- 3) Sedgwick Middle School
- 4) Bristow Middle School
- 5) Bugbee Elementary School
- 6) Charter Oak Academy
- 7) Duffy Elementary School
- 8) Morley Elementary School
- 9) Whiting Lane Elementary School

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F. Insurance requirements as per Insurance Exhibit: Please confirm your ability to obtain the required insurance prior to bid opening. If you cannot obtain the required insurance, do not submit a bid. An acceptable insurance certificate and executed indemnification form must be provided within 5 calendar days of a verbal request. Failure to comply with insurance or indemnification requirements within the five calendar period will result in rejection of the bid.

Indemnification and Insurance Exhibit
Elevator Maintenance, Repair, and Replacement Services- Contractor Services
Bid #6643F

For purpose of this Exhibit, the term "Contractor" shall also include their respective agents, representatives, employees, contractors of any tier; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers.

I. INDEMNIFICATION

- A. To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of West Hartford, West Hartford Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers from any and all suits, claims, losses, damages, costs (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments of any name or nature for bodily injury, sickness, disease, or death; and/or damage to or destruction of real and/or personal property; and/or financial losses (including, without limitation, those caused by loss of use) sustained by any person or concern, including officers, employees, agents, contractors of any tier, or volunteers of the Town of West Hartford and West Hartford Board of Education, or the Contractor, or by the public, even if caused by the negligence of the Town, so long as the injury to person, property or financial losses is caused or alleged to have been caused in whole or in part by any and all negligent or intentional acts, errors or omissions of the Contractor, its officers, agents, contractors of any tier, or anyone directly or indirectly employed by them arising from or related to the performance of this Contract.
- B. To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of West Hartford, West Hartford Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers from any and all suits, claims, damages, costs, (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments that may arise out of the failure of the Contractor, its officers, agents, contractors of any tier, or anyone directly or indirectly employed by them to comply with any laws, statutes, ordinances, building codes, and rules and regulations of the United States of America, the State of Connecticut, the Town of West Hartford, or their respective agencies.
- C. This duty to indemnify shall not be constrained or affected by the Contractor's insurance coverage or limits, or any other portion of the Contract relating to insurance requirements. It's agreed that the Contractor's responsibilities and obligations to indemnify shall survive the completion, expiration, suspension or termination of the Contract.

II. INSURANCE

A. Insurance Requirements

- 1. The Contractor shall obtain and maintain at its own cost and expense all the insurance described below continuously for the duration of the Contract, including any and all extensions, except as defined otherwise in this Exhibit.
- 2. Contractor's policies shall be written by insurance companies authorized to do business in the State of Connecticut, with a Best's rating of no less than A:VII, or otherwise approved by the Town.
- 3. All policies (with the exception of Worker's Compensation) shall be endorsed to include the Town of West Hartford, West Hartford Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives, and volunteers as an Additional Insured. The coverage shall include, but not be limited to, investigation, defense, settlement, judgment or payment of any legal liability. Blanket Additional Insured Endorsements are acceptable. Any Insured vs. Insured language shall be amended to eliminate any conflicts or coverage restrictions between the respective Insureds.
- 4. When the Town or the Contractor is damaged by failure of the Contractor to purchase or maintain insurance required under this Exhibit, the Contractor shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation properly attributable thereto.

B. Required Insurance Coverages:

1. **Commercial General Liability:** \$1,000,000 each occurrence / \$2,000,000 aggregate for premises/operations, products/ completed operations, contractual liability, independent contractors, personal injury and broad form property damage. Contractor shall continue to provide products/ completed operations coverage for two (2) years after completion of the work to be performed under this Contract.
2. **Automobile Liability and Physical Damage Coverage:** \$1,000,000 each accident for any auto, including uninsured/underinsured motorist coverage and medical payments. Policy shall include collision and comprehensive physical damage coverage.
3. **Umbrella Liability:** \$2,000,000 each occurrence / \$4,000,000 aggregate, following form.
4. **Workers' Compensation and Employer's Liability:** Statutory coverage in compliance with the Workers' Compensation laws of the State of Connecticut. Policy shall include Employer's Liability with minimum limits of \$1,000,000 each accident, \$1,000,000 disease/policy limit, \$1,000,000 disease/each employee.

The Contractor represents that they are currently in compliance with all requirements of the State of Connecticut Workers' Compensation Act and that it shall remain in compliance for the duration of the Contract. The Contractor agrees that Workers' Compensation is their sole remedy and shall indemnify and hold harmless the Town from all suits, claims, and actions arising from personal injuries to the Contractor, however caused. This indemnity shall not be affected by a lapse of Workers' Compensation coverage and/or if the Contractor failed, neglected, refused or is unable to obtain Workers' Compensation insurance.

5. **Personal Property:** All personal property of the Contractor are the sole risk of the Contractor. The Contractor agrees to indemnify, defend and hold harmless the Town from any and all losses or damages, however caused, to any and all personal property belonging to the Contractor.

C. Additional Terms

1. **Minimum Scope and Limits:** The required insurance shall meet the minimum scope and limits of insurance specified in this Exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. Providing proof of compliance with the insurance requirements described in this Exhibit is not intended, and shall not be construed to exclude the Town from additional limits and coverage available to the Contractor.

Acceptance by the Town of insurance submitted by the Contractor does not relieve or decrease in any manner the liability of the Contractor arising out of or in connection with this Contract. The Contractor is responsible for any losses, claims and costs of any kind which exceed the Contractor's limits of liability, or which may be outside the coverage scope of the policies, or a result of non-compliance with any laws including, but not limited to, environmental laws. The requirements herein are not intended, and shall not be construed to limit or eliminate the liability of the Contractor that arises from the Contract.

2. **Certificates of Insurance:** The Contractor shall provide certificates of insurance, policy endorsements, declaration page(s) or provisions acceptable to the Town confirming compliance with this Exhibit and thereafter upon renewal or replacement of each required policy of insurance. Upon request, the Contractor agrees to furnish complete copies of the required policies.
3. **Subcontractors:** Contractor shall cause all contractors of any tier, acting on its behalf, to comply with this Exhibit. The Contractor shall either include its contractors as an Insured under its insurance policies or furnish separate certificates of insurance and endorsements for each subcontractor.
4. **Premiums, Deductibles and Other Liabilities:** Any and all related costs, including but not limited to, deductibles, retentions, losses, claim expenses, premiums, taxes, and audit charges earned are the sole responsibility of the Contractor.
5. **Occurrence Form, Primary and Non-Contributory:** All required insurance coverage shall be written on an occurrence basis, except as defined otherwise in this Exhibit. Each required policy of insurance shall be primary and non-contributory with respect to any insurance or self-insurance maintained by the Town.

6. Claims-made Form: Insurance coverage written on a claims-made basis shall have a retroactive date that precedes the effective date of this Contract. The Contractor shall maintain continuous coverage or obtain an extended reporting period in which to report claims following end of the Contract, for a minimum of two (2) years, except as defined otherwise in this Exhibit.
7. Waiver of Rights of Recovery: Both the Contractor and Contractor's insurers shall waive their rights of recovery or subrogation against the Town.
8. Claim Reporting: Any failure of the Contractor to comply with the claim reporting provisions of the required insurance policies shall not relieve the Contractor of any liability or indemnification in favor of the Town for losses which otherwise would have been covered by said policies.
9. Cancellation Notice: Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice has been given to the Town, ten (10) days for non-payment of premium.
10. Compliance: Failure to comply with any of the indemnification or insurance requirements may be held a willful violation and basis for immediate termination of the Contract.

INSTRUCTIONS TO BIDDERS

ANTI DISCRIMINATION

The Contractor agrees and warrants that in the performance of this Contract it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of West Hartford.

APPLICABLE LAW

The Contract pursuant to this solicitation shall be governed by, and the Town and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Connecticut, except as otherwise provided in such Contract or in laws pertaining specifically to the Town. This Contract shall be governed by the laws of the State of Connecticut, and suits pertaining to this contract shall be brought only in federal or state courts in the state of Connecticut.

ASSIGNMENT - DELEGATION

No right or interest in the contract shall be assigned by the Contractor without prior written permission of the Town, and no delegation of any duty of Contractor shall be made without prior written permission of the Town's Purchasing Agent. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

AWARD OF CONTRACT

Award will be made to the lowest responsible qualified bidder.

A Bidder, if requested, must be prepared to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the bid.

The Purchasing Agent reserves the right to reject the bid of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm, any individual in default or guilty of misrepresentation. Each bid will be received, with the understanding that the acceptance in writing by the Purchasing Agent of the offer to furnish any or all of the commodities described therein, shall constitute a contract between the Bidder and the Town, which shall bind the Bidder on his part to furnish and deliver the commodities at the prices given and in accordance with conditions of said accepted bid and specifications. No alterations or variations of the terms of the contract shall be valid or binding upon the Town unless made in writing and signed by the Purchasing Agent. The placing, in the mail to the address given in the bid or delivery of a notice of award to a bidder will constitute notice of acceptance of an offer. When so requested by the Purchasing Agent, the Contractor shall execute a formal contract with the Town for the complete performance specified therein. The contract may be terminated or annulled by the Purchasing Agent upon nonperformance of contract terms or failure of the Contractor to furnish performance surety and/or insurance certificates within ten (10) days from date of request. Any unfulfilled deliveries against such contract may be purchased from other sources at the Contractor's expense.

Failure of a Contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Agent or failure to make replacements of rejected commodities when so requested, immediately or as directed by the Purchasing Agent, will constitute authority for the Purchasing Agent to purchase in the open market, the commodities to replace the commodities rejected or not delivered. The Purchasing Agent reserves the right to authorize immediate purchase in the open market against rejections on any contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the Town for excess costs occasioned by such purchases. Such purchases will be deducted from the contract quantities. However, should public necessity demand it, the Town reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

BEST CUSTOMER PREFERENTIAL PRICING

The contractor shall reduce the contract price of any good or service for which a contract award is executed to an amount equal to or lower than any pricing offered to any other commercial customer or the general public. This reduction in price shall be applied when the goods or services are identical to those contracted for and quantities requested meet any minimum quantity requirements for such pricing.

CERTIFICATION

By signature of the offeror, the offeror certifies:

The submission of the offer did not involve collusion or other anti-competitive practices.

The offeror had not given, offered to give, not intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting Contract and may be subjected to legal remedies by law.

The offeror submitting the offer hereby certifies that the individual signing the offer and/or Contract is an authorized agent for the offeror and has the authority to bind the offeror to the contract.

CLAYTON ACT ASSIGNMENT OF RIGHTS

The Contractor and/or Subcontractor offers and agrees to assign to the Town of West Hartford and/or the West Hartford Board of Education all rights, titles and interest in all causes of action it may have under Section 4 of the Clayton Act., 15 U.S.C. Section 15, or under Connecticut General Statutes 35-24 et. seq., as amended, arising out of the purchase of services, property, or intangibles of any kind pursuant to the Agreement, or Subcontracts thereunder. This assignment shall be made and become effective at the time the Town/Board awards or accepts such Agreement, without further acknowledgment by the parties. In the alternative, at the option of the Town, the Contractor and/or Subcontractor agrees to pay to the Town its proportionate share of recoveries for anti-trust violations which relate to purchases pursuant to this Contract, or Subcontracts hereunder. The Contractor and/or Subcontractor agrees promptly to notify the Purchasing Agent of the Town of West Hartford of suspected anti-trust violations and claims.

CONTRACT

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial non-conformity in the offer, as determined by the Town Purchasing Agent, shall be deemed nonresponsive and the offer rejected. Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous Agreements, contract, proposals, negotiations, purchase orders or master Agreements in any form.

CONTRACT AMENDMENTS

The contract pursuant to this solicitation shall be modified only by a written contract amendment signed by the Town Purchasing Agent and persons duly authorized to enter into contracts on behalf of the Contractor.

COST OF BID PREPARATION

The Town shall not reimburse the bidder for the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

DELIVERY

All prices bid must be on the basis of F.O.B. destination, inside delivery, unloaded and assembled unless otherwise indicated in the bidding documents. The contractor shall be responsible for all freight cost.

It shall be understood and agreed that any and all commodities furnished shall comply fully with all applicable O.S.H.A., Federal and State laws and regulations.

Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in bidding documents. Where any part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

Delivery must be made as ordered and in accordance with the bidding documents. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the Contractor.

Commodities shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing cases, bailing or sacks, the containers to remain the property of the Town unless otherwise stated in the bidding documents.

GRATUITIES

The Town may, by written notice to the Contractor, cancel the contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the Town amending, or the making of any determinations with respect to the performing of such contract. In the event this contract is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity.

INDEMNIFICATION

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of West Hartford and the West Hartford Board of Education, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

Bodily injury, sickness, disease, or death; and/or

Damage to or destruction of property, real or personal; and/or

Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, the Board of Education, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

- To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the West Hartford Board of Education and the Town of West Hartford, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of America, the State of Connecticut, the Town of West Hartford, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

INTERPRETATION OF BIDS

Qualified bids are subject to rejection in whole or in part. A qualified bid is defined as one limiting or modifying any of the terms and conditions and/or specifications of the invitation to bid.

Bidders are cautioned to initial erasures, alterations or corrections. Failure to do so may result in rejection of bids.

Unless limited by the term "no substitute", the use of the name of a manufacturer or of any particular make, model, or brand in describing an item, does not restrict bidders to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article so described; but the article offered must be of such character and quality that it will serve the purpose for which it is to be used, equally as well as that specified, and shall be deemed by the Town to be so warranted by the bidder. Bids on comparable items must clearly state the exact article being offered, and bidder shall furnish such other information concerning the article being offered as necessary to evaluate its acceptability for the purpose intended. If the bidder does not indicate that the article he offers is other than as specified, it will be understood that the bidder is offering the article exactly as specified.

The Purchasing Agent reserves the right to reject any or all bids, or the bid for any one or more commodities or contracted services included in any or all bids, to waive any informality in bids and unless otherwise specified, to buy any part or the whole from one or more bidders when it is to the Town's best interest to do so.

INTERPRETATION - PAROL EVIDENCE

The contract pursuant to this solicitation is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of such Contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the contract. Acceptance or acquiescence in a course of performance rendered under the contract shall not be relevant to determine the meaning of the contract even though the accepting or acquiescing party had knowledge of the nature of this performance and opportunity to object.

LAW OF WAIVER

Any breach of contract which the Town does not object to shall not operate as a waiver of the Town to seek remedies available to it for any subsequent breach.

LICENSES

Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this contract.

PUBLIC RECORD

All proposals submitted in response to this request shall become the property of the Town and shall become a matter of public record available for review subsequent to the award notification.

PROPERTY TAX ASSESSMENT

All owners of real estate, or of tangible personal property located in any town for three months or more during the assessment year immediately preceding any assessment day, who are nonresidents of such town, shall file lists of such real estate and personal property with the assessors of the town in which the same is located on such assessment day, if located in such town for three months or more in such year, otherwise, in the town in which such property is located for the three months or more in such year nearest to such assessment day, under the same provisions as apply to residents, and such personal property shall not be liable to taxation in any other town in this state. The list of each nonresident taxpayer shall contain his post-office and street address. The assessors shall mail to each nonresident, or to his attorney or agent having custody of his taxable property, at least fifteen days before the expiration of the time for filing lists, blank forms for filing lists of such property. The lists of taxable property of nonresidents shall be arranged in alphabetical order and separate from the lists of residents, provided no such separation shall be necessary in any town the board of assessors of which, upon the request of its property tax collector, has made rules and regulations approved by the secretary of the office of policy and management setting up an alternative method of arrangement.

PROVISIONS REQUIRED BY LAW

Each and every provision of law and any clause required by law to be in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

RELATIONSHIP OF PARTIES

It is clearly understood that each party shall act in its own individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Contractor is advised that taxes or social security payments shall not be withheld from a Town payment issued hereunder and that Contractor should make arrangements to directly pay such expenses, if any. The Contractor understands that it is not entitled to compensation in the form of salaries, or to paid vacation or sick days by the Town. The Contractor further understands that the Town shall not provide any insurance coverage to the Contractor, including workmen's compensation coverage.

RIGHTS AND REMEDIES

No provision in these solicitation documents or in the offeror's bid shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

SEVERABILITY

The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

SUBCONTRACTS

No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the Town's Purchasing Agent. All subcontracts shall comply with federal and state laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

SUBMISSION OF BIDS

Signed bid offers, on this form, must be returned in sealed envelopes addressed to Department of Finance, Division of Purchasing Services, Town Hall, 50 South Main St., West Hartford, CT 06107 and the envelope must bear the notation that it is a sealed bid, the Bid Number and the vendor's name and address.

Bidders are cautioned to examine the specifications, drawings, samples, etc. pertaining to the bid.

Failure on the part of the bidder to examine all pertinent documents samples, or job areas shall not entitle him to any relief from the conditions imposed in the proposal, the specifications and the contract. Unsigned bids or bids without an original signature will not be accepted.

When a bidder desires an interpretation or clarification of any ambiguity in the bidding documents, he must contact the Purchasing Agent prior to bid opening. The Purchasing Agent's interpretation shall be final and will be made known to all bidders concerned. The bidder shall insert the price per stated unit and the extensions against each item which he proposed to provide. In the event of a discrepancy between the unit price and the extension, the unit price will govern. (If discounts are shown and there is an error in the extension of the total, the discount offered will govern.) If the price bid per unit is based on any unit other than that stated, the bidder shall state the unit on which the unit price is based.

A bid will not be accepted if it, or the Bid Surety if required, is received at the Purchasing Division Office after the stated time of opening as shown on the bid form. This applies to bids sent by mail as well as those hand delivered. Unsigned bids shall be rejected. Contractors must furnish Bid Surety. Labor & Materials and Performance Bonds when required. Certificates of Insurance may be required and must be furnished by the Contractor prior to any work being performed. Purchases made by the Town are exempt from Fair Trade Laws as well as the payment of any sales, excise or Federal transportation taxes. Such taxes must not be included in bid prices. Tax exemption certificates, for merchandise accepted by the Town, will be completed at the request of the Contractor furnishing the goods or services.

When samples are requested they shall be delivered by the bidder properly identified at the time of the bid opening unless the bidding documents indicates a different time. Samples shall be submitted free of charge. Samples will be removed by the bidder at his expense. The Town will not be responsible for any samples which are destroyed or mutilated in examination. If samples are not removed within thirty (30) days after written notice to the Vendor, they shall be considered as abandoned and the Town shall have the right to dispose of them as its own property. The Purchasing Agent may, at his discretion, hold the sample or samples of the successful bidder or bidders, for comparison with articles delivered on the Purchase Order, or orders issued subsequent to the award.

SUBMISSION OF INVOICES

The following provisions regarding submission of invoices are an integral part of these bidding documents, and as such, will create a contractual obligation on the part of the awarded vendor. Failure to comply with these contractual requirements may result in a breach of contract:

All invoices submitted to the Town of West Hartford for goods or services shall contain the following minimum information:

- Town Order Number
- Complete description of goods or services rendered.
- Agency and name of individual requesting goods or rendering of services.
- Date of delivery of goods or rendering of services.
- Complete price information including gross amount, discount if applicable, net amount and itemization of labor charges if applicable.
- Additional information as may be required by contract.

All invoices must be forwarded to the Town department to whom goods or services were rendered.

TOXIC SUBSTANCES

In accordance with section 31-40 of the General statutes of Connecticut any person who supplies any toxic substance as defined in 31-40 shall provide the following information:

- 1) The generic or basic chemical name of the toxic substance;
- 2) the level at which exposure to the substance is determined to be hazardous. If known;
- 3) the acute and chronic effects of exposure of hazardous levels;
- 4) the symptoms of such effects;
- 5) appropriate emergency treatment;
- 6) proper conditions for safe use and exposure to such toxic substance;
- 7) procedures for cleanup of leaks and spills of such toxic substance; and
- 8) a label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

This information shall be disclosed at the time of the bid opening and chemical data sheets will also be required if the products meet the toxic substance criteria.

VENDOR WARRANTY

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
 - b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
 - c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
 - d. Indemnify and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.
- Articles which in any respect fail to conform with the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.

WEST HARTFORD TOWN HALL DIRECTIONS

Purchasing, 2nd FL

Room 223

FROM THE WATERBURY AREA

1. Exit 43 (Park Road)
2. Take a left on to Park Road
3. Take a right at the traffic light (Raymond Road)
4. Go straight through traffic light (Boulevard)

The Town Hall parking lot is on your left

FROM THE BOSTON AREA

1. Exit 43 (Park Road)
5. Take a left on to Park Road
6. Take a right at the traffic light (Raymond Road)
7. Go straight through traffic light (Boulevard)

The Town Hall parking lot is on your left